

Department of Administrative Services Division of Construction Services Job Title: Paralegal Specialist

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current Paralegal Specialist examination list or those who hold permanent

status in the class.

Location: 165 Capitol Avenue, Hartford, CT 06106

Job Posting No: 00004331

Hours: 8AM – 5PM

Salary: AR-22, \$61,373 - \$79,424 (Employees new to State Service start at the base of the range)

Closing Date: March 26, 2015

Eligibility Requirement: Candidates must have applied for and passed the Paralegal Specialist exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Examples of Duties: Performs highly complex paralegal duties as defined in the following area:

LEGAL UNIT for the DIVISION of CONSTRUCTION SERVICES: Primary responsibility of preparing and reviewing design consultant and construction contracts, ensuring that contracts, credentials, and affidavits comply with State contracting requirements, and processing contracts with the State Properties Review Board and the Office of Attorney General. Advises on and assists in the preparation of documents related to the procurement processes for the selection of consultants; assists in the drafting of contract templates; preparation of contracts for consultants and contractors; ensures compliance with State contracting requirements; secures approval of contracts by State Properties Review Board, and Office of Attorney General. Advises and performs legal research on issues related to consultant contract requirements as part of capital projects; assists in preparation of legislation and regulations and prepares public art contracts. Interprets complex state statutes and regulations governing legal documents; determines and applies applicable state statute and/or regulation in preparing documentation; reviews and prepares legal documents; responds to requests and obtains information of sensitive nature; acts as liaison regarding relevant policies and procedures between agency, relevant attorney's office, contractors and general public; prepares legal and administrative reports; updates and maintains contract records, policy manuals and filing systems; may perform business mathematical computations; performs related duties as required. Drafts detailed correspondence to consultants, contractors and other state agencies. Works independently and accurately, to organize a high volume of contract files at various stages of review and completion. Engages in critical thinking and manages time efficiently.

Knowledge, Skills and Abilities: Considerable knowledge of legal processes and procedures; considerable knowledge of legal terminology and legal forms; considerable knowledge of legal research techniques; knowledge of relevant agency policies and procedures; knowledge of and the ability to interpret and apply relevant state and federal laws, statutes, regulations and legislation; considerable skill in fact finding techniques including interviewing clients and compiling evidence; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to evaluate pertinent facts, cases and evidence and compile and assemble such legal data; considerable ability to compose correspondence and draft legal documents; ability to understand complex laws and related reports; ability to utilize computer software.

General Experience: The General Experience is defined as one of the following:

- 1. A Bachelor's degree in legal studies and one (1) year of experience providing paraprofessional legal assistance to an attorney.
- 2. An Associate's degree in legal studies and three (3) years of experience providing paraprofessional legal assistance to an attorney.
- 3. Completion of a Paralegal or Legal Assistance Certificate Program approved by the American Bar Association and three (3) years of experience providing paraprofessional legal assistance to an attorney.
- 4. Completion of a Paralegal or Legal Assistance Certificate Program consisting of a minimum of twenty-four (24) semester hours from an accredited college or university and four (4) years of experience providing paraprofessional legal assistance to an attorney.
- 5. Completion of a Paralegal or Legal Assistance Certificate Program from a business school approved by the State of Connecticut, Office of Higher Education and four (4) years of experience providing paraprofessional legal assistance to an attorney.
- 6. A Law degree from an accredited Law School.

Preferred Criteria: In addition to the above requirements, the preferred candidate will have three (3) or more years of experience drafting and reviewing construction contracts, design consultant contracts or similar professional services contract work, and demonstrated oral and written communication skills. Three (3) Professional references must verify this level of independent ability to perform accurate and complete construction services contract drafting and review.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, Application for Employment (CT-HR-12: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf), exam letter with score, three letters of professional reference and (State Employees: last two years attendance calendar and last two service ratings) to:

Department of Administrative Services
Division of Construction Services
165 Capitol Avenue
Hartford, CT 06106
Attn: John Flannery, HR Specialist
860-707-1932
Email: john.flannery@ct.gov

Applications will be accepted by U.S. Mail, email or fax. Late or incomplete applications will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.